

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

520 RELIGIOUS MINISTRY

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520 01 COMMAND RELIGIOUS PROGRAM

520 01 001 Has the commander approved all elements of the Command Religious Program (CRP)?
Reference
MCO 1730.6E, PAR 4A (C)

520 01 002 Is the CRP adequately publicized?
Reference
OPNAVINST 1730.1E, PAR 4 A (2) (P) 2B

520 01 003 Are CRP Standing Operating Procedures up to date?
Reference
MCO 1730.6E, PAR 4A (2) (G) 1-10

520 01 004 Are the CRP elements (ex: pre/post-deployment briefs, COSC, etc.) integrated into the command climate to include the chaplain's participation in operational planning meetings?
Reference
MCRP 6-12C, CHAP 2

520 01 005 Is the CRP accounted for in the budgeting process and funded commensurate with other personnel programs?
Reference
SECNAVINST 1730.7D 6A

520 01 006 Is the Command Chaplain a Department Head or Special Staff Officer directly under the Executive Officer or Chief Staff Officer?
Reference
MCO 1730.6E, PAR 4A (2) (F) 1

520 01 007 Does the chaplain regularly meet with the Commander to advise on the spiritual, moral, and ethical well-being of the command?
Reference
SECNAVINST 1730.10, PAR 3

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- 520 01 008 Are chaplains assigned to appropriate duties?
Reference
MCO 1730.6E, PAR 4B (9)
- 520 01 009 Are the procedures to contact a duty chaplain after hours clearly stated in the CDO SOP?
Reference
MCRP 6-12C, CHAP 5
- 520 01 010 Is the Religious Ministry Team (RMT) involved with Marine Corps family readiness programs?
Reference
MCO 1754.6C
- 520 01 011 Is the Religious Ministry Team (RMT) able to distinguish the differences among essential, executive and external advisement and liaison?
Reference
SECNAVINST 1730.10, PAR 3
- 520 01 012 Is the RMT familiar with the notification/condolence call guidelines?
Reference
MCO 3040.4, CH 4 Sec 2
- 520 01 013 Does the RMT utilize the command's faith group preferences (obtained through unit admin) in planning the CRP?
Reference
MCO 1730.6E, 4A (2) (P) 2A
- 520 01 014 Is the RMT familiar with the tactics, techniques and procedures for mortuary affairs in joint operations?
Reference
JOINT PUB 4-06, APP C
- 520 01 015 Is the RMT involved in the command's Combat Operational Stress Control (COSC) program to include the Operational Stress Control and Readiness (OSCAR) extender program?
Reference
MCRP 6-11C; MARADMIN 0667/09
- 520 01 016 Is the RMT familiar with funeral procedures?
Reference
NAVPERS 15555, Art 1-8

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- 520 01 017 Does the RMT promote and utilize Chaplains Religious Enrichment Development Operation (CREDO) programs?
Reference
MCO 1730.6E PAR 4A (2) (P) 3F(2);
- 520 01 018 Is the provision of religious ministry within the unit, hospital, and brig adequate?
Reference
MCO 1730.6E, PAR 4A (2) (P) 3C
- 520 01 019 Have provisions for religious ministry been made for command members, eligible family members and other authorized personnel?
Reference
SECNAVINST 1730.7D, PAR 6A; MARCORMAN, PAR 2816.3.A.
- 520 01 020 Are Divine Services conducted according to the manner and form of the chaplain's faith group?
Reference
SECNAVINST 1730.7D, ENCL (1), PAR 4A; MARCORMAN, PAR 2816.3.D.
- 520 01 021 Are the divine services representative of the religious requirements of the command?
Reference
SECNAVINST 1730.7D, ENCL (1), PAR 4; MARCORMAN, PAR 2816.2.B.
- 520 01 022 Is the inventory of ecclesiastical gear appropriately maintained and secured?
Reference
NAVPERS 18068-68B, CH 68
- 520 01 023 Are the religious education program(s) aligned with community needs?
Reference
OPNAVINST 1730.1E, PAR 5 E(2)
- 520 01 024 Are lay leaders properly trained, certified and appropriately appointed to meet the religious needs of their particular faith group?
Reference
MCO 1730.6E, PAR 4A (2) (I) OPNAVINST 1730.7D, PAR 4F
- 520 02 TRAINING
- 520 02 001 Is the RMT current with all training requirements (unit, GMT, specialized training in functional area)?
Reference
MCO 1730.6E, PAR 4B (5)

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- 520 02 002 Are RMTs participating in individual training standards and unit/section training?
Reference
NAVMC 3500.85A; MCRP 6-12
- 520 02 003 Is the RMT current with suicide awareness and prevention training?
Reference
MARADMIN 0134/09:
<http://www.tecom.usmc.mil/o&d/suicide.prevention.htm>
- 520 02 004 Are eligible chaplains enrolled in the Fleet Marine Force Qualified Officer program and have they completed the program within the required period?
Reference
SECNAVINST 1412.10, PAR 5
- 520 02 005 Is the Chaplain trained in the area of Sexual Assault Prevention and Response (SAPR)?
Reference
MCO 1752.5A, APPENDIX H
- 520 02 006 Are eligible RPs enrolled in the Enlisted Fleet Marine Force Warfare Qualification program and have they completed the program within the required period?
Reference
OPNAVINST 1414.4C, PAR 4A
- 520 02 007 Have RPs completed appropriate T/O weapon qualifications?
Reference
NAVMC 3500.85A; MCO 3574.2K
- 520 02 008 Are RPs qualified to operate government vehicles?
Reference
MCWP 6-12, CHAP 2, RELIGIOUS PROGRAM SPECIALIST
- 520 03 FACILITIES AND OFFICE EQUIPMENT (i.e. BUILDINGS, OFFICES, OFFICE FURNISHINGS)
- 520 03 001 Does the RMT directly manage a chapel facility? If so, is a Chapel Usage Order maintained/complete/current?
Reference
MCO 1730.6E, PAR 4B (3)
- 520 03 002 Is all garrison property accounted for and reconciled properly?
Reference
MCO P10150.1, CHAP 8, PAR 8004; PHYSICAL INVENTORY

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- 520 03 003 Is the office equipment adequate for the facility and staff?
Reference
MCO 1730.6E, PAR 4B (1)
- 520 03 004 Are RMT facilities clean and in a state of material readiness?
Reference
MCO 1730.6E, PAR 4B (1)
- 520 03 005 Has necessary action been taken to ensure that the Facilities Department is aware of any deficiencies in buildings that support the CRP?
Reference
MCO 1730.6E, PAR 4B (1)
- 520 04 ECCLESIASTICAL GEAR AND MATERIALS
- 520 04 001 Are authorized Table of Equipment (T/E) allowances on hand or on requisition and supported in a timely manner?
Reference
MCWP 6-12, CHAP 6, T/E PROPERTY ACCOUNTS, PAR LOGISTICAL SUPPORT
- 520 04 002 Are the ecclesiastical gear and materials adequate to meet program requirements?
Reference
MCO 1730.6E, PAR 4B (1)
- 520 04 003 For operational units, is the mount-out box complete and properly maintained?
Reference
MCRP 6-12A, CHAP 8, PAR MOUNT-OUT BOX, APP J
- 520 05 FISCAL MANAGEMENT
- 520 05 001 Does the RMT prepare and submit an annual Operations and Maintenance (O&M) budget?
Reference
SECNAVINST 1730.7D PAR 6A
- 520 05 002 Are the spending plan and O&M funding consistent with current and anticipated program requirements?
Reference
SECNAVINST 1730.7D PAR 6A

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- 520 05 003 Is the Religious Offering Fund (ROF) Administrator properly appointed by letter from the Commanding Officer?
Reference
SECNAVINST 7010.6A, APP A, A-1
- 520 05 004 Is the ROF Custodian properly appointed by letter from the Commanding Officer?
Reference
SECNAVINST 7010.6A, APP A, A-2
- 520 05 005 Are the ROF senior audit board member and associate member properly appointed by letter from the Commanding Officer?
Reference
SECNAVINST 7010.6A, APP A, A-3 AND 7010.6A, APP A, A-4
- 520 05 006 Are the ROF Designated Faith Group Representatives properly appointed by letter from the Commanding Officer?
Reference
SECNAVINST 7010.6A, APP A, A-5
- 520 05 007 Are ROF expenditures in support of the CRP appropriate?
Reference
MCO 1730.6, PAR 4A (2) (G) 4 SECNAVINST 7010.6A, CHAP 1, PAR 9; TABLE OF AUTHORIZATION
- 520 05 008 Are there procedures for counting, verifying, and handling ROF collections?
Reference
SECNAVINST 7010.6A, CHAP 6, PAR 3; FUNDS RECEIVED ASHORE AND AFLOAT
- 520 05 009 Is the ROF in compliance with the maximum balance authorized?
Reference
SECNAVINST 7010.6A, CHAP 1, PAR 7
- 520 05 010 Are ROF reports and related correspondence being retained according to policy?
Reference
SECNAVINST 7010.6A, CHAP 3, PAR 3J
- 520 05 011 Are monthly bank statements to the ROF?
Reference
SECNAVINST 7010.6A, CHAP 6, PAR 2E

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- 520 05 012 Are controls in place to ensure that all ROF transactions are made?
Reference
SECNAVINST 7010.6A, CHAP 6, PAR 2B AND 7010.6A, CHAP 6, PAR 8
- 520 05 013 Are quarterly Consolidated Fund Statements of Net Worth and Operations prepared for the ROF Administrator and Commander?
Reference
SECNAVINST 7010.6A, ENCL (1), PAR 7C
- 520 05 014 Are monthly faith group reports prepared and provided to each faith group representative and published for each faith group?
Reference
SECNAVINST 7010.6A, CHAP 6, PAR 7
- 520 06 ADMINISTRATION
- 520 06 001 Are directives properly maintained and accessible for use by the RMT and other CRP personnel?
Reference
MCO P5215.1K, PAR 3
- 520 06 002 Are all correspondence files properly maintained?
Reference
MCO 5210.11E, PAR 4
- 520 06 003 Are RMT training records properly maintained?
Reference
OPNAVINST 3120.32, CHAP 8, ENCL (1), PAR 811
- 520 06 004 Is the RMT complying with Navy/USMC grooming and uniform standards?
Reference
MCO P1020.34G, CHAP 1, PAR 1004(6), CHAP 8; MCBUL 10120, CHAP 4;
NAVPERS 15665I, CHAP 2, SECT 2; PERSONNEL APPEARANCE
- 520 06 005 Is the RMT familiar with the Marine Corps Table of Organization (T/O) for their department?
Reference
MCWP 6-12, CHAP 4